

**M e m o r a n d u m**

Date: October 22, 2010

To: Assistant Commissioner, Staff

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of Internal Affairs

File No.: 006.14419.16483.Chapter17

Subject: OFFICE OF INSPECTOR GENERAL (OIG). CHAPTER 17,  
SELF-INSPECTION CORRECTIVE ACTION PLAN

This memorandum is intended to serve as the written response to the Chapter 17, Officer Safety Inspection from Highway Patrol Guide 22.1, *Area Resources Management Guide*, completed on June 9, 2010.

**FINDINGS REQUIRING FOLLOW-UP:**

**Finding #1 – Agree.** Three of 28 (11 percent) of the required uniformed staff have not received annual Physical Methods of Arrest (PMA) certification.

Office of Internal Affairs (OIA) will coordinate training with the Academy Officers Safety Training Unit to have the remaining required members in the unit fulfill the certification requirements of PMA by December 7, 2010. Due to the number of uniformed staff assigned to OIA, it may be beneficial for OIA to have a PMA instructor within its unit to expedite the certification process.

**Finding #2 – Agree.** Currently, there is no consistent means to follow-up to assure timely PMA recertification of officers and sergeants.

The OIA has assigned a training officer who is responsible for ensuring all employees assigned to OIA certify in PMA annually.

**Finding #3 – Agree.** 27 of 28 (96.5 percent) of the uniformed staff's safety equipment has not been inspected as required.

The OIA will inspect the remaining safety equipment by November 1, 2010.

*Safety, Service, and Security*

**Finding #4 – Agree.** Currently there is no consistent means of follow-up to assure timely replacement of damaged equipment for officers and sergeants.

The OIA's training officer will email all of the members of OIA quarterly to ensure timely replacement of damaged equipment.

**Finding #5 – Agree.** One of 28 (4 percent) of the uniformed staff is not current on pistol shoots as required for administrative positions.

The OIA will coordinate training with the Academy Weapons Training Unit to enable all uniformed members to fulfill the firearms qualification requirements. All required pistol shoots will be completed in the time period required and the training records will be updated within the Employee Training Record System (ETRS) to reflect certifications. Due to the number of uniformed staff assigned to OIA, it may be beneficial for OIA to have a range master within its unit to assist the Academy Weapons Training Unit with quarterly shoots and the qualification process.

**Finding #6 – Agree.** 20 of 28 (71 percent) of the uniformed staff are not current on shotgun shoots as required for administrative positions.

The OIA will coordinate training with the Academy Weapons Training Unit to enable all uniformed members to fulfill the shotgun qualification requirements. All required shotgun shoots will be completed in the time period required and the training records will be updated within ETRS to reflect certifications.

**Finding #7 – Agree.** 17 of 28 (61 percent) of the uniformed staff are not current on the rifle shoots as required for administrative positions.

The OIA will coordinate training with the Academy Weapons Training Unit to enable all uniformed members to fulfill the rifle qualification requirements. All required rifle shoots will be completed in the time period required and the training records will be updated within ETRS to reflect certifications.

**Finding #8 – Agree.** Five of ten (50 percent) of uniformed staff's CHP 415, *Daily Field Record*, forms do not indicate the activity as "training" during weapons training exercises.

The OIA personnel will be instructed to indicate activity as "training" during all training exercises on their CHP 415. This instruction will be addressed at the Area training days and via email.

Assistant Commissioner, Staff  
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**OBSERVATIONS FOLLOW-UP**

It was observed 45 of 96 (47 percent) of the CHP 100, *Officer's Evaluation/Activity Summary*, forms and six of eight (75 percent) of the CHP 118, *Performance Appraisal – Officer*, forms reviewed did not contain comments pertaining to officer safety.

The OIA supervision and management will be instructed to provide comments regarding “officer safety” on CHP 100 and 118 forms. This instruction will be addressed at the Area training days and via email.

If you need further information, please contact me or Lieutenant Marc Stokes at (916)843-3060.



E. J. BARKLEY, Captain  
Commander

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Command: Office of Internal Affairs	Division: Office of Inspector General	Chapter: 17
Inspected by: Sgt. J. Linson, #16483, Officers J. Penney, #15457 and V. Gonzalez, #13191		Date: 06/15/10

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 18	<input checked="" type="checkbox"/> Corrective Action Plan Included  <input type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Captain E. Sanchez Due Date: 07/12/10		
<b>Chapter Inspection: Seventeen-Officer Safety</b>			

On June 15, 2010, personnel from the Office of Assistant Commissioner Inspector General (ACIG), conducted a self-inspection of the Office of Internal Affairs (OIA), formerly known as the Office of Investigations (OINV), in accordance with Chapter 17 of Highway Patrol Guide (HPG) 22.1. The inspection consisted of examining training and equipment records of the uniformed staff at OIA. The CHP 453S, Area Management Evaluation Officer Safety, form was utilized while conducting the inspection and is attached to this exceptions document. It is helpful to note that the CHP 453S is written primarily to assess field commands and therefore some of the criteria for Chapter 17 did not apply as OIA performs administrative functions as its primary mission. The following inspectors worked the corresponding hours as indicated below:

Inspector	Number of Hours
Sergeant Jeremy Linson, #16483	6
Officer Jerry Penney, #15457	4
Officer Veronica Gonzalez, #13191	8
Total Hours	18

### FINDINGS REQUIRING FOLLOW-UP

1. Three of 28 (11 percent) of the required uniformed staff have not received annual Physical Methods of Arrest (PMA) certification.
2. Currently, there is no consistent means of follow-up to assure timely PMA recertification of officers and sergeants.
3. Twenty seven of 28 (96.5 percent) of the uniformed staff's safety equipment has not been inspected as required.

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4. Currently, there is no consistent means of follow-up to assure timely replacement of damaged equipment for officers and sergeants.
5. One of 28 (4 percent) of the uniformed staff is not current on pistol shoots as required for administrative positions.
6. Twenty of 28 (71 percent) of the uniformed staff are not current on shotgun shoots as required for administrative positions.
7. Seventeen of 28 (61 percent) of the uniformed staff are not current on rifle shoots as required for administrative positions.
8. Five of ten (50 percent) of uniformed staff's CHP 415, Daily Field Record, forms do not indicate the activity as "training" during weapons training exercises.

### **COMMAND INVOLVEMENT**

#### **Objective:**

- Ascertain the level of command involvement through review of the officer's CHP 100, Officer's Evaluation / Activity Summary, and CHP 118, Performance Appraisal-Officer, forms as recommend per Chapter 17 of HPG 22.1; as well as attendance or involvement of management during officer safety training sessions.

#### **Findings:**

None.

#### **Observations:**

- While the personnel from OIA are not primarily involved in enforcement activity, the command actively participates and seeks training opportunities which will enhance its personnel's safety.
- Overall, OIA personnel diligently attend quarterly decentralized training and annual PMA refresher and certification training.
- Forty five of 96 (47 percent) of the CHP 100 forms reviewed did not contain comments on officer safety.
- Six of eight (75 percent) of the CHP 118 forms reviewed did not contain comments on officer safety.

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## **TRAINING AND CERTIFICATION**

### **Objective:**

- Review of the Employee Training Record System (ETRS) as well as hard copy of records to ascertain if training requirements and certification are being maintained for uniformed personnel, as required. Additionally, ascertain if there are follow-up procedures in place to assure timely recertification of all officers and sergeants.

### **Findings:**

- Three of 28 (11 percent) of the required uniformed staff have not received annual PMA certification.
- Currently, there is no consistent means of follow-up to assure timely PMA recertification of officers and sergeants.

### **Observations:**

- All of the instruction regarding officer safety is provided by the Academy.
- OIA is currently working with the Academy Enforcement Tactics Training Unit to schedule mutually convenient times to have remaining required members of the unit certify in PMA.
- The training records indicate formal PMA training is being received annually.
- OIA has one ETRS data entry officer overseeing the maintenance of the Analysis Unit's training records. The Workers Compensation Fraud and Investigations Units have an ETRS data entry sergeant maintaining the training records for their respective units.

## **SAFETY EQUIPMENT**

### **Objective:**

- Assure that all safety equipment is being worn as required by policy, inspected annually, and replaced in a timely manner as necessary. Equipment inspection information is obtained by reviewing ETRS generated CHP 311, Annual Safety / Protective Equipment Inspection, forms.

### **Findings:**

- Twenty seven of 28 (96.5 percent) of the uniformed staff's safety equipment has not been inspected as required.

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- Currently, there is no consistent means of follow-up to assure timely replacement of required equipment for officers and sergeants.

**Observations:**

- Uniformed personnel at OIA do not typically wear their full duty belt, with Oleoresin Capsicum (OC), while in uniform and working within the office. Policy contained in Highway Patrol Manual 70.6, requires the carrying of the OC when performing enforcement duties. In the event uniformed personnel wear their uniform outside of the building, they wear their full duty belt and OC.

**FIREARMS**

**Objective:**

- Review of the ETRS as well as hard copy of records to ascertain if firearm training requirements are being maintained and quarterly policy review is being conducted for uniformed personnel as required. Additionally, determine if weapons training dates correspond to the activity information entered on employee's CHP 415, Daily Field Records by utilizing a random grab sample inspection of ten method.

**Findings:**

- One of 28 (4 percent) of the uniformed staff are not current on pistol shoots as required for administrative positions.
- Twenty of 28 (71 percent) of the uniformed staff are not current on shotgun shoots as required for administrative positions.
- Seventeen of 28 (61 percent) of the uniformed staff are not current on rifle shoots as required for administrative positions.
- Five of ten (50 percent) of uniformed staff's CHP 415, forms do not indicate the activity as "training" during weapons training exercises.

**Observations:**

- OIA shoots are scheduled and held at the Academy.
- OIA utilizes the Academy range inventory with regard to shotguns, rifles, or any less-than-lethal weapons.

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- The Academy range meets all departmental requirements and is maintained by the Academy staff.
- OIA does not maintain any supply of ammunition. All ammunition is acquired from the Academy Weapons Unit.
- The building OIA occupies has one clearing tube that is utilized by its staff when loading and unloading their weapons.
- Once training is conducted, the OIA designated ETRS officer or sergeant updates the employee's training records for their respective units.
- OIA uniformed staff is current on primary weapon annual and field strip inspections.

#### **PHYSICAL METHODS OF ARREST (PMA)**

##### **Objective:**

- To ascertain the level of knowledge of PMA related policy and practical application of techniques through first hand observations.

##### **Findings:**

- None.

##### **Observations:**

- Uniformed members of OIA have demonstrated their adequate understanding of Department policy regarding enforcement tactics through observations of the practical application of techniques and discussions of the associated guidelines.

#### **ENFORCEMENT TACTICS**

##### **Objective:**

- To ascertain the level of knowledge of policy regarding enforcement tactics through discussion with available OIA personnel.

##### **Findings:**

- None.



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**Observations:**

- Uniformed members of OIA have demonstrated their adequate understanding of Department policy regarding enforcement tactics through discussions of these guidelines and through their diligent attendance of decentralized training where this topic is discussed.

**PURSUIITS**

**Objective:**

- To evaluate the level of knowledge of policy regarding pursuits through discussion with available OIA personnel.

**Findings:**

- None.

**Observations:**

- Uniformed members of OIA have demonstrated their adequate understanding of Department policy regarding pursuits through discussions of these guidelines and through their diligent attendance of decentralized training where this topic is discussed.

**FORCIBLE STOPS**

**Objective:**

- To evaluate the level of knowledge of policy regarding forcible stops through discussion with available OIA personnel.

**Findings:**

- None.

**Observations:**

- Due to the fact OIA primarily performs administrative duties, personnel have not performed any forcible stops. Uniformed members of OIA have demonstrated their adequate understanding of Department policy regarding forcible stops through discussions of these guidelines and through their diligent attendance of decentralized training where this topic is discussed.

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### **ROADBLOCKS:**

#### **Objective:**

- To evaluate the level of knowledge of policy regarding roadblocks through discussion with available OIA personnel.

#### **Findings:**

- None.

#### **Observations:**

- Due to the fact OIA primarily performs administrative duties personnel have not performed any roadblocks. Uniformed members of OIA have demonstrated their adequate understanding of Department policy regarding roadblocks through discussions of these guidelines and through their diligent attendance of decentralized training where this topic is discussed.

### **RADIO FAMILIARIZATION**

#### **Objective:**

- To evaluate the level of knowledge of policy regarding radio familiarization through discussion with available OIA personnel.

#### **Findings:**

- None.

#### **Observations:**

- Through discussion with uniformed personnel, they have demonstrated their understanding of policy regarding this practice.
- Uniformed personnel demonstrate their ability to utilize radio control heads while changing frequencies to correspond with the areas they are traveling through while driving and performing normal investigative duties.
- OIA uniformed personnel attended the mandated CHP Enhanced Radio System (CHPERS) training and attendance was entered into ETRS.

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Commander's Response: ☐ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Please provide response in the form of a CHP 51, Memorandum.

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

**Required Action**

**Corrective Action Plan/Timeline**

Please provide response in the form of a CHP 51, Memorandum.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 7/27/2010
	INSPECTOR'S SIGNATURE 	DATE 7/07/10
<input type="checkbox"/> Reviewer discussed this report with employee <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 10/21/10

AREA 006	DIVISION 005	NUMBER
EVALUATED BY Sergeant Linson, Officers Penney/Gonzalez		DATE 06/15/2010

**INSTRUCTIONS:** Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		COMMANDER'S REVIEW 
<input type="checkbox"/> Correction Report BY _____		DATE 7/22/11

### 1. COMMAND INVOLVEMENT

EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED
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- a. Does the command emphasize importance of proper enforcement tactics to achieve the lowest possible incidence of injuries incurred by officers? ☒ Yes ☐ No
- (1) Does the commander stress importance of proper enforcement tactics, including use of force? ☒ Yes ☐ No
- (2) Does the safety record of the command reflect an awareness of proper tactics? ☒ Yes ☐ No
- (3) Do the officers' CHP 100 and CHP 118s, Performance Appraisals, contain comments on officer safety? ☐ Yes ☒ No
- b. Are the commander and lieutenants knowledgeable of enforcement tactics, physical methods of arrest, proper use of force, and the correct use of safety equipment? ☒ Yes ☐ No
- (1) Is this knowledge applied properly in critiques of incidents involving officers and sergeants? ☒ Yes ☐ No
- (2) Do the captain and lieutenants maintain a minimum level of enforcement skills? ☒ Yes ☐ No
- (a) Do they attend officer safety training sessions? ☒ Yes ☐ No
- (b) If they are not involved in officer safety, what are the reasons?

### 2. TRAINING AND CERTIFICATION

EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED
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- a. Do training records indicate formal training has been received and certified? ☐ Yes ☒ No
- (1) Do records reflect annual certification of traffic officers and sergeants for proficiency in enforcement tactics, physical methods of arrest, and the proper use of safety equipment (use of force)? Have certifications been recorded for:
- (a) Searching techniques. ☐ Yes ☒ No
- (b) Handcuffing. ☐ Yes ☒ No
- (c) Use of safety equipment. ☐ Yes ☒ No
- (d) Suspect control. ☐ Yes ☒ No
- (e) High risk and felony stops. ☐ Yes ☒ No
- (f) Hostage control. ☐ Yes ☒ No
- (g) Prisoner transportation. ☐ Yes ☒ No
- (h) Radio control head operation. ☒ Yes ☐ No

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(2) Is the command dedicating enough time toward training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do training records reflect certifications for officers and sergeants are current?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Is there an established follow-up procedure to assure timely recertification of all officers and sergeants?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
b. Do Area supervisors review CHP 121s, CHP 121As, pursuit investigations, personnel complaints, and employ general observations to determine if proper enforcement tactics are being used in the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are well-handled incidents recorded for future training purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are use of force situations closely reviewed to ascertain if all uniformed personnel understand when, and what level of force, is justified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does an examination of CHP 100, CHP 118s, and citizen complaints indicate a through review is being made?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Do Area supervisors notify those officers who are not proficient and ensure refresher training is made available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is refresher training required prior to certification?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the number of training hours necessary to accomplish certification indicated on the CHP 270?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is any pattern of training weakness apparent?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Have necessary remedial steps been taken to assure thorough and continuous proficiency in all categories?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. Does the command have an adequate number of instructors?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Is instructor proficiency maintained?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Has an individual been given responsibility for the program?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) Does that individual ensure the quality and level of proficiency is maintained?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are there adequate and properly maintained facilities and equipment available for officer safety training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) What is the quality and quantity of the training being given? All Officer Safety related hands on training is obtained via the Academy Staff at the Academy. Officer Safety Training and certification is obtained annually and entered into the ETRS system immediately.		
(5) Have the supervisor and his/her alternate received proper training?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>3. SAFETY EQUIPMENT</b>	EVALUATED Yes	ACTION REQUIRED Yes
a. Is Oleoresin Capsicum (OC) spray (pepper spray) carried by all uniformed personnel, captain and below, while on duty, in uniform?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Is OC spray used when the need is indicated? Are notations made on booking sheets when OC spray is utilized to subdue a subject?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) When an officer is assaulted and an injury occurs, are the supervisors noting the use/nonuse of OC spray on the CHP 121?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are individuals who are exposed to OC spray decontaminated by flushing the affected area with clear water within 30 minutes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION****OFFICER SAFETY**

CHP 453S (Rev. 6-06) OPI 009

(a) Do Area patrol cars carry at least two 500 mil. bottles of saline solution?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are officers/sergeants familiar with the decontamination and first-aid procedure?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are officers/sergeants familiar with the function of their duty holsters?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Can officers/sergeants draw and fire their weapon, re-holster and without looking at the holster, fasten the safety strap with one hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Can officers and sergeants draw and fire their weapons within one and a half seconds, using one hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is there personal confirmation by the testing officer that all weapons are unloaded prior to holster-related exercises?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are officers/sergeants proficient in reloading their weapons?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Do officers/sergeants routinely practice with their batons?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do officers/sergeants carry their batons on all enforcement stops?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Can officers/sergeants successfully demonstrate approved baton techniques?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Do all uniformed personnel wear body armor?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Were required reports submitted to Supply Services Unit, per policy, for any incidents where body armor was struck by a bullet or other penetrating type instrument?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, did the involved officer receive a complete physical examination?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are holsters, ammunition, magazines, magazine pouches, handcuffs, handcuff case, and OC spray projectors inspected in conjunction with the annual performance appraisal?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Do CHP 311 forms indicate compliance?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Were deficiencies corrected within 30 days of the inspection?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>4. FIREARMS</b>	EVALUATED Yes	ACTION REQUIRED Yes
a. Has the requirement for quarterly review of policy regulating discharge of firearms been compiled with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do officers thoroughly understand the policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do incidents involving firearms show proper understanding of the policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are shoots conducted as required by policy?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have steps been taken to correct training deficiencies?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are weapons training and maintenance records readily available? Current?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do training records show qualification with all authorized weapons, day/night shoots, etc.?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c. Does the Area have a range officer?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Has the officer completed Academy training for range officers?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Does the officer supervise all shoots?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Is the officer well-organized in his/her training?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Is there a designated alternate to the range officer?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) Has that officer received Academy training?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**AREA MANAGEMENT EVALUATION****OFFICER SAFETY**

CHP 453S (Rev. 6-06) OPI 009

d. Are range facilities adequate for pistol, rifle, shotgun and night shoots?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If not, has alternate training been established and plans developed to obtain adequate facilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do plans follow instructions for range contract renegotiations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Have future range needs been considered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is an effective and efficient inventory process for shotguns, rifles, and ammunition in place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have shotguns been inventoried as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are all shotguns accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Are shotguns fired annually to ensure operable condition?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have tactical rifles been inventoried as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are all tactical rifles accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is there adequate storage when the weapons are not being carried by on-duty officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Is there an effective method for assignment and control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is there a procedure in place to periodically audit ammunition? Are the following steps in the audit process taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Beginning inventory determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the total amount of ammunition ordered by requisition as well as returned (unused) ammunition been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Has the total rounds issued per ammunition records been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Has a physical inventory of ammunition been taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Has the physical count been compared to the balance on hand according to the inventory record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Have rounds issued per training records been compared to rounds fired per shooting rosters?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Has the mathematical accuracy of the inventory records been tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(h) When ammunition orders are received from Supply Services Unit, is the merchandise inspected, quantities checked against the packing/shipping documents, exceptions noted, and receipt acknowledged immediately upon delivery?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is policy adhered to requiring firearms not to be drawn, loaded, or unloaded except in the clearing tube?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does location of the clearing tube(s) provide safety to personnel in or about the office in the event of an accidental discharge?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are weapons training records maintained as required per policy? Has record reliability been determined by testing the accuracy of the following recorded information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do the dates recorded on the various records correspond to the actual date training was conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Do training dates correspond to the activity information on the employee's CHP 415?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

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(3) Do training dates closely correspond to the dates ammunition was issued for training (per inventory records)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Was ammunition issued for training (per inventory records) compared with the actual amount expended (per the shooting roster)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Once done, was the disposition of any unused ammunition verified for those training days tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are records kept updated as training takes place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is training recorded on the employee's CHP 270 and in ETRS?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is required information recorded in accordance with established guidelines and instructions?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is a roster maintained for each shoot which includes all pertinent information (type of shoot, scores, date, etc.)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is there a procedure in place which ensures the person processing the ammunition requisition is not involved with the receiving and recording of ammunition inventory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a similar procedure in place which ensures the person recording weapons training information is not involved with handling and recording ammunition?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is access to the ammunition storage and inventory records limited to the ammunition officer and supervisor or backup employee?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. If Area has a resident post (RP), what procedures are used to ensure weapons training of RP officers? The Office of Internal Affairs (OIA), formerly known as the Office of Investigations (OINV), does not have a resident post at this time and one is not anticipated.		
(1) If RP handles ammunition, are proper accountability procedures in place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are required inspections conducted in conjunction with the annual CHP 118?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a second inspection of the primary firearm conducted every six months?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>5. PHYSICAL METHODS OF ARREST</b>	EVALUATED Yes	ACTION REQUIRED No
a. Do officers practice weaponless defense?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are officers familiar with the opponent's five weakest points?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have officers with previous assault injuries thoroughly familiarized themselves with weaponless defense?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Were demonstrations of the following control techniques by officers observed:		
(1) Control holds.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Punches.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Strikes.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Blocks.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Defensive kicks.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Defenses against grabs.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Defenses against weapons.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Ground defense and takedowns.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(9) Placing and removing suspects into and from vehicles.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



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c. Were observations of practical handcuffing techniques made?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Can officers successfully apply handcuffs to a suspect who is standing, kneeling, prone, or uncooperative?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are all uniformed personnel knowledgeable of departmental policy on handcuffing?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Are all persons subjected to physical arrest searched for offensive weapons?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has the local jail's experience with CHP arrests been reviewed?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Has a practical demonstration of preliminary frisks and thorough searches been observed?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do all officers know guidelines pertaining to searches of the opposite sex as outlined in policy?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>6. ENFORCEMENT TACTICS</b>	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Do sergeants and officers have knowledge of proper procedures which should be followed during each of the five options of an enforcement stop?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Do officers have a constant awareness of their personal safety during enforcement stops and when apprehending suspected or known criminals?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Were demonstrations of an enforcement stop observed which show the officers' ability to safely control the situation at all times regardless of the level of hazard presented?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the violator stop effectively made?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is the violator completely controlled?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is the prisoner properly prepared for transportation?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there evidence of pre-planning and coordination with allied agencies to prepare beat officers for hostage situations?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do officers understand their role is limited to containment of the incident until relieved by the authority having jurisdiction?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are officers aware of the need to maintain fire discipline at all times?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are officers knowledgeable of their responsibility to detain potential witnesses, control ingress and egress to the scene, evacuate the area if required, and render necessary medical aid?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Were various officers and supervisors questioned to determine their knowledge of the CHP role in hostage incidents?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>7. PURSUITS</b>	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Are all uniformed personnel well-versed in policy regarding the conduct of pursuits?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Number of units?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) When to discontinue?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Were pursuit critiques checked to determine if the pursuits comply with enforcement guidelines listed in policy?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Where noncompliance is indicated, were corrective actions taken?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Does the Area have written guidelines or plans to ensure proper coordination with allied agencies during pursuits?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

(1) Are any written agreements on file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is Division involved in the planning process?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the Area have and use a pursuit training guide tailored to the specific needs of the command?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>8. FORCIBLE STOPS</b>	EVALUATED Yes	ACTION REQUIRED No
a. Are Area personnel knowledgeable regarding the policy on forcible stops?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the Area follow departmental policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have forcible stop reports been reviewed for compliance with policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If forcible stop policy has not been complied with, has corrective action been taken or training conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>9. ROADBLOCKS</b>	EVALUATED Yes	ACTION REQUIRED No
a. Has the Area worked with allied agencies to develop plans for establishing roadblocks and deployment of the hollow spike strip?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are strategic points and personnel assignments outlined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have the officers received instructions on the proper methods of establishing roadblocks?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Have interagency training sessions been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. RADIO FAMILIARIZATION</b>	EVALUATED Yes	ACTION REQUIRED No
a. Are officers familiar with all aspects of the radio control head?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Can officers demonstrate how to change the radio from their home Area to another Area/Division?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Can officers efficiently operate all emergency equipment from the radio head?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

\*Note: Offices assigned to the Office of the Assistant Commissioner, Inspector General (ACIG), function in an administrative capacity. For this reason, the Office of Internal Affairs (OIA), formerly known as the Office of Investigations (OINV), will not be conducting the second quarter Collisions, Enforcement and Services mandatory inspection. The Chapter 17, Officer Safety, self-inspection will be conducted by the designated ACIG inspection team for the first quarter of 2010.